
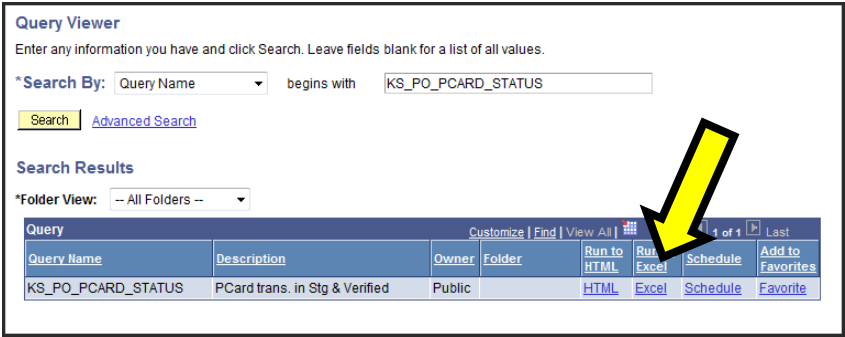
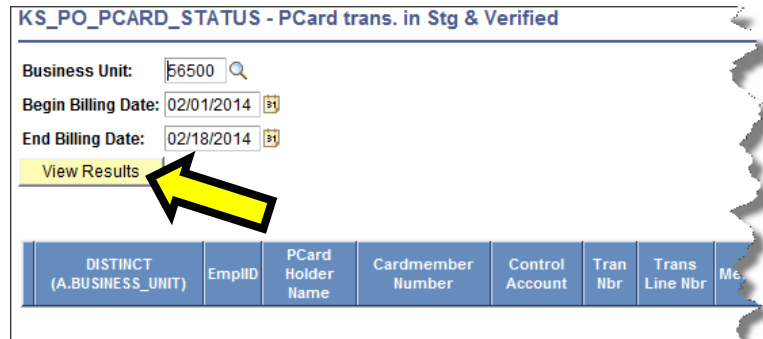
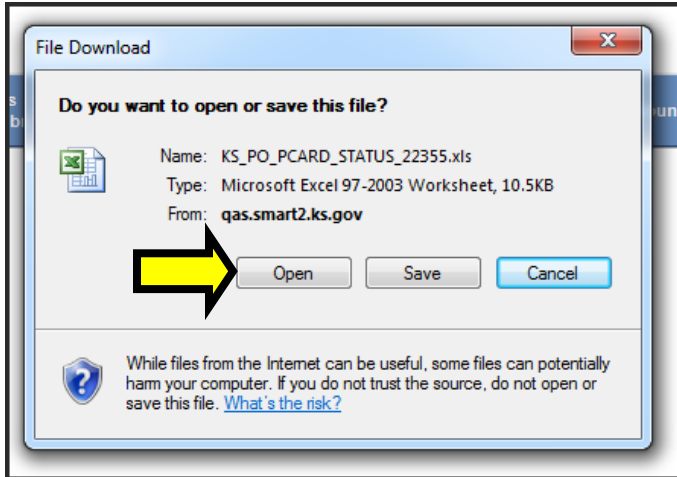
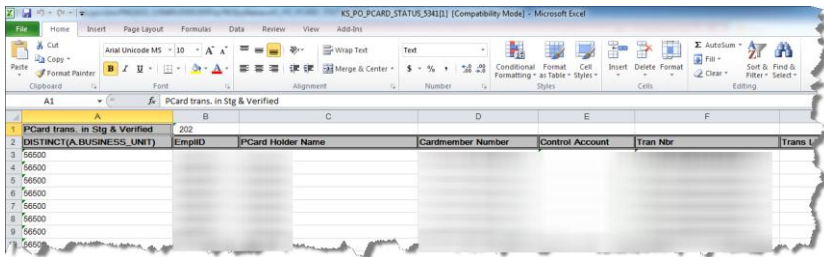


State of Kansas
Using the KS_PO_PCARD_STATUS Query
Statewide Management, Accounting and Reporting Tool

Date Created:	February 18, 2014
Version:	1.0
Last Updated Date:	February 18, 2014
Purpose of the Query:	<p>This query provides results on the status of PCard transactions at the PCard transaction line level. This query does NOT include 'Closed' PCard transactions or funding/chartfield information for PCard transactions.</p> <p>The query results include:</p> <ul style="list-style-type: none"> • Business Unit, • EmplID, • PCard Holder Name, • Cardmember Number, • Control Account, • Tran Nbr, • Trans Line Nbr, • Merchant, • Trans Date, • Posted Date, • PO ID, • PO Line, • PO Sched, • PO Qty, • UOM, • Unit Price, • Amount, • Status, • Budget Status, • Chartfield Stat, • Description, • Supplier Contract ID <p>NOTE: There are two (2) other queries that provide similar information at the distribution line level: KS_PO_PCRD_STTS_BU and KS_PO_PCRD_STTS_EMPLID.</p>
Query parameters:	<p><u>The query <i>paramters</i> are:</u></p> <ul style="list-style-type: none"> • Status is not 'Closed'. • User must have one of the following Roles: KPO_Cen_P-

	Card_Admin, KPO_AGY_P-CARD_ADMIN, KPO_Agy_P-Card_Reconciler, KPO_AGY_P-CARD_RECON_APPROVER
Prompt Values:	<u>Required Prompt Values:</u> <ul style="list-style-type: none"> • Business Unit • Billing Date Range: The Billing Date is the date that the PCard transactions were loaded into SMART.
Result Sorts:	<u>The query results are displayed, sorted in the following order:</u> <ul style="list-style-type: none"> • Cardmember Number • Trans Date • Trans Nbr
Security:	<p>Security Role Access: Only those individuals assigned the following security access roles will receive results from this query:</p> <ul style="list-style-type: none"> • KPO_Cen_P-Card_Admin, • KPO_AGY_P-CARD_ADMIN, • KPO_Agy_P-Card_Reconciler, • KPO_AGY_P-CARD_RECON_APPROVER <p>Business Unit Access: Business Unit Security is applied</p>

<p>1.</p>	<p>Navigation:</p> <p>From the Home page in SMART, on the left navigation menu, click on 'Reporting Tools', then click on 'Query', then click on 'Query Viewer'.</p> <p>On the '<i>Query Viewer</i>' page:</p> <p>*Search By field: Select the option of 'Query Name'.</p> <p>Begins with field: Enter the name of the query. In this case, enter <i>KS_PO_PCARD_STA TUS</i></p> <p>Click the 'Search' button.</p>	
<p>2.</p>	<p>In the Search Results section on the '<i>Query Viewer</i>' page:</p> <p>Select the 'Excel' link.</p>	
<p>3.</p>	<p>Clicking the 'Excel' link opens the <i>specific query page</i> in a new window.</p> <p>Enter the <i>query prompts</i>:</p> <p>Business Unit: Enter your</p>	

	<p>Business Unit number</p> <p>Begin Billing Date: Enter the starting date for the date range to be included in the results.</p> <p>End Billing Date: Enter the ending date for the date range to be included in the results.</p> <p>Click the 'View Results' button.</p>	<p>Note: The Billing Date is the date that the PCard transaction was loaded into SMART.</p>
4.	<p>A message window appears.</p> <p>Click the "Open" button.</p>	
5.	<p>The query results are displayed in Excel in a new window.</p>	 <p>Note: Only a selection of the query results are shown here.</p>
<p>NOTE:</p>		<p>If desired, you can also select the "HTML" link on the '<i>Query Viewer</i>' page. This will display the query results online directly in SMART. You can then select the "Excel" link from that page to export the query results in to an <i>Excel</i> worksheet.</p>